

**AGENDA  
BOARD OF SELECTMEN  
February 8, 2011  
7:00 p.m.  
Town Building**

**Public Input**

**Chairman's Comments**

**Town Administrator's Report**

**Meeting Minutes**

**Visitors**

7:10 p.m. Appointment to Veterans' Graves Committee

7:15 p.m. Fire/Rescue Mutual Aid Agreement – Fire Chief McLaughlin

8:00 p.m. Chapter 61 Response process review and assessment – Open Space Chair Vin Antil

**Discussion**

- Town Administrator's preliminary FY 2012 budget report
- Snow and ice deficit spending
- Set Town Meeting warrant dates and elected vacancies
- Master Plan implementation
- Comprehensive Permit Policy taskforce
- Board of Selectmen's 2010 annual report

**Selectmen's Master Planning**

**Liaison Reports, if any**

**Correspondence**

**Adjournment**

Posted 2/3/11

Revised 2/4/11

**Correspondence:**

**Stow:**

Letter from Lower Village property owner Steve Steinberg on need for water and sewer, rec'd 1/24

MMA Annual Conference trip report from Laura Spear, rec'd 1/24

Letter of recommendation for police chief candidate, rec'd 1/24

Rescheduled Discovery Meeting, Feb 7, 10 am, Concord, rec'd 1/24

Reply from Tree Warden Bruce Fletcher to Hudson Road resident re tree complaint, rec'd 1/25

Central Mass Mosquito Project preliminary FY 2012 budgets and town assessments, rec'd 1/25

CC of Planning Board application for a Lower Village land use grant, rec'd 1/26

Notice of Boston MPO FY 2012-15 Transportation Improvement Plans, rec'd 1/28

ZBA decision on wireless service installations at 215 Harvard Rd, rec'd 1/28

Annual 2010 Comcast report on complaint resolution, rec'd 1/28

Annual 2010 Comcast report on costs of equipment and service, rec'd 1/31

Letter of interest in Multi-Use Track Road Committee, rec'd 2/2

Annual 2010 Verizon report on complaint resolution, rec'd 1/28

**General:**

## **Selectmen's meeting motions, 2/08/11**

### **Veterans' Graves Committee appointment**

I move to appoint Philip Moseley to complete an unexpired one-year term on the Veterans' Graves Committee, ending on June 30, 2011.

### **Statewide Public Safety and Fire Mutual Aid agreements**

I move that the Board of Selectmen vote to opt in to the Statewide Public Safety Mutual Aid Agreement, pursuant to MGL C 40, s 4J, and authorize the chairman to act on behalf of the Town of Stow to notify the Director the Massachusetts Emergency Management Agency of this vote in writing.

I move that the Board of Selectmen vote to opt in to the Statewide Fire Mutual Aid Agreement, pursuant to MGL C 48, s 59A and authorize the Stow Fire Department to go to aid another city, town, fire district, or area under federal jurisdiction, *and to authorize the Fire Chief to extend such aid subject to such conditions and restrictions as may be prescribed therein.*

Further, I move to authorize the chairman to act on behalf of the Town of Stow to notify the Director the Massachusetts Emergency Management Agency of this vote in writing.

### **Chapter 61 Response amendment**

I move that the Board of Selectmen adopt the amended process for Chapter 61 land purchase decision making, as agreed at the Feb 8, 2011 Selectmen's meeting.

### **Snow and Ice Account deficit spending**

I move to allow the Town to do deficit spending of the Snow and Ice account, in accordance with MGL Chapter 44, section 31d.

**Annual Town Meeting warrant dates**

I move to open the May Annual Town Meeting warrant on Tuesday, February 8, 2011 and to close it on Friday, March 11.

**Comprehensive Permit Policy task force**

I move to create a task force composed of representatives of the Zoning Board of Appeals, Planning Board, and Stow Municipal Affordable Housing Trust for the purpose of reviewing and updating the Selectmen's Dec 18, 2002 Comprehensive Permit Policy Statement.

**Board of Selectmen's 2010 Annual Report**

I move to approve Laura's draft of the 2010 Selectmen's annual report, dated Feb 4, 2011, as written/amended.



Town of Stow  
**BOARD OF SELECTMEN**

Stow Town Building  
380 Great Road  
Stow, Massachusetts 01775  
(978) 897-4515 selectmen@stow-ma.gov Fax (978) 897-4631

**NOTICE OF VACANCY**

**VETERAN'S GRAVES COMMITTEE**  
**One Member**

**Duties:** Ordering of supplies, including metal Veterans' Grave markers annually as required for new Veterans' graves, appropriate size flags for annual replacement at all Veterans' graves in the three town cemeteries, and other flags to be handed out at the Memorial Day Parade; coordinating annual replacement of all flags at Veterans' graves and on soldiers' monuments in both town cemeteries; and supporting Memorial Day Parade planning as required, including attending planning meetings, usually two (2) per year. Must be able to see duties through to completion and manage to a budget.

**Qualifications:** Registered voter and veteran of Stow.

**Term:** Appointment by Board of Selectmen for one year.

**Application:** Letters of application will be accepted by the Selectmen until 5 p.m. Wednesday, November 3, 2010.

Posted October 6, 2010

**Stow Selectmen's Office**

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**From:** Stow Selectmen's Office [selectmen@stow-ma.gov]  
**Sent:** Thursday, October 28, 2010 10:56 AM  
**To:** Jeff Lance; Moseley  
**Subject:** RE: Veteran's Graves Committee

Good morning, gentlemen.

Jeff,

Here is a letter of interest from Phil Moseley to serve on the Veterans' Graves Committee. George recommended to Phil that he apply.

Phil suggests that he meet with the committee as the next step. I'll leave it to you to arrange this at everyone's convenience. In the meantime, I have logged in Phil's application as within the posting period and will look forward to hearing back from you both.

Phil,

Many thanks for your interest. Hope all is well.

Best regards,  
Susan

Susan McLaughlin  
Phoebe Haberkorn  
Selectmen's Office  
Town of Stow  
978-897-4515

-----Original Message-----

**From:** Moseley [mailto:stowfarm@comcast.net]  
**Sent:** Wednesday, October 27, 2010 2:17 PM  
**To:** selectmen@stow-ma.gov  
**Subject:** Veteran's Graves Committee

This note is from Philip Moseley, 32 Maple Street . . . . .

The purpose of this note is to inform you of my interest in pursuing the posted one year vacancy on the subject committee.

I have read the "Notice of Vacancy" and I do meet the qualifications; however, before making a commitment, and in order to allow the current committee members to size me up, and also for me to have a more complete understanding of the duties and responsibilities of serving, I would appreciate the opportunity to meet with the committee.

If you would care to consider my application, I would appreciate your assistance with this matter.

Regards,

Philip Moseley

10/28/2010

## Stow Selectmen's Office

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**From:** Jeffrey Lance [jlance@raytheon.com]

**Sent:** Thursday, January 27, 2011 7:16 PM

**To:** selectmen@stow-ma.gov

**Subject:** Re: Endorsement of Phil Moseley for Appointment to Veterans Graves Committee

Susan,

Phil was recommended by George Veracka to apply for the open position on the Veterans Grave Committee. I met with Phil Moseley on 1/25/2011 for about one hour at my home. Phil meets all the qualifications of this position. He understands the duties and expectations, and will be a real benefit to have on the team.

I fully endorse Phil to be appointed by the Selectmen to this volunteer position.

Respectfully,

**Jeffrey Lance**

978.440.3412 office

978.457.6150 cell

[JLance@raytheon.com](mailto:JLance@raytheon.com)

1/28/2011

## Major Milestones for Annual Town Meeting 2011

2/8/11

- Tues, February 8: Town Administrator presents preliminary FY 2012 budget to Selectmen. Selectmen set opening and closing dates for the warrant.
- **Weds, February 16: Deadline for 2010 annual reports to Selectmen's Office.**
- Tues, February 22: Town Administrator holds Joint Boards meeting on Financial State of the Town.
- **Fri, March 11: Warrant closes. Deadline for ATM articles and ballot questions to Selectmen's Office.**
- Tues, March 22: Town Administrator presents his recommended FY 2012 budget to Selectmen. Selectmen vote to approve budget and warrant.
- Thurs, \_\_\_\_\_: Finance Committee holds public hearing on FY 2012 budget and Town Meeting articles.
- **Tues, April 5: Deadline for final ballot questions to Town Clerk.**
- Thurs, April 21: Warrant posting and town-wide mailing.
- Mon, April 25: Candidates' Night (tentative)
- Wed, April 27: Town Moderator holds STOWS meeting (tentative).
- Mon, May 2: Annual Town Meeting.
- Tues, May 10: Annual Town Election
- Weds, May 11: New Officials Swearing In Ceremony